

THE TULALIP TRIBES
Job Description

JOB TITLE: Senior Manager of Adult Services

JOB NUMBER: TTT-149-06

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this position. These requirements must be stated on your application form in order to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION: (Please attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

- ☐ BA degree in social, behavioral, or educational field required.
- ☐ Master's degree in a social, behavioral, or educational field preferred
- ☐ PH.D preferred in a social, behavioral, or educational field preferred

SKILLS:

- ☐ Must have demonstrated experience in planning and implementation of programs that are "best practice" for Native Americans.
- ☐ Must have demonstrated work experience managing research based programs or projects.
- ☐ Must have working knowledge of budgeting, grant writing, and employee evaluation process.
- ☐ Must have demonstrated a working knowledge of Native American communities.
- ☐ Must be able to effectively communicate orally and in writing.
- ☐ Must be organized and able to handle multiple departments and projects.
- ☐ Must have leadership skills and ability to develop people.
- ☐ Must have excellent people skills and ability to deal with difficult people.

EXPERIENCE:

- ☐ Must have at least 5 years experience in working in educational, human services, or related field
- ☐ Must have at least 5 years experience in management, supervisory, or leadership roles

OTHER REQUIREMENTS:

- ☐ Must have a Washington State Driver's License and Dependable Vehicle
- ☐ Must have excellent people skills and ability to deal with difficult people.
- ☐ Must have a successful employment history with the Tulalip Tribes and/or other employers.

Physical Characteristics and/or Prerequisites:

- ☐ Stamina to sit, stand, or walk for prolonged periods of time.
- ☐ Ability to lift objects weighing up to 20 lbs when necessary.
- ☐ Mobility to bend, stoop, and climb stairs.
- ☐ Finger and manual dexterity to operate computers and perform routine paperwork.
- ☐ Stamina and tolerance to working in adverse weather conditions.
- ☐ Tolerance and patience to deal with upset, angry, intoxicated or frustrated patients.

[] Tolerance to be exposed to computer screen for prolonged periods of time.

Tribal Department: Health and Human Services

Employee Classification: Exempt

Job Summary: Senior Manager will oversee the Adult Services staff. The Senior Manager will research, develop, and implement best practices for adult training, education, and support services.

Employee Reports To: Director of Health and Human Services

Extent of Job Authority: Senior Manager will oversee and direct programs. Senior Manager will supervise staff of Adult Education, Training, and Support. Senior Manager will lead the overall operations of Adult Services.

Specific Duties Performed:

1. Plans, coordinates, and implements adult training and educational programs utilizing “best practices”.
2. Maintains confidentiality of all records, materials, and communications concerning the identity of clients according to 42CFR, Part 2.
3. Will create “wrap-around” services for adults/youth seeking to prepare/re-enter the work force or to develop opportunities for the future.
4. Will supervise lead staff of Adult education, training, and support department in the Health and Social Services division.
5. Will research grant opportunities and coordinate with grant departments to apply for such grants
6. Will manage any grants including research based grants that are obtained for adult/youth and family programs.
7. Will build and maintain relationships with tribal and local social and health services agencies, school districts, educational vocational services, and other relevant agencies to help implement the best outcomes for adults and families.
8. Will coordinate and collaborate with the behavioral health programs of the tribes to assure success for adults and families.
9. Will assure that billing practices are adhered to for appropriate programs.
10. Will create and oversee the budgets for each of the programs.
11. Will assure continuity and quality services for all clients.
12. Other duties as deemed necessary

Drug and Alcohol Use and Abuse

This position requires the employee to work regularly with client who abuse or are addicted to drug and/or alcohol. Engaging in off-duty sale, purchase, transfer, abuse, use or possession of alcohol, illegal drugs or controlled substances will have a negative effect on the employee’s ability to perform his/her work for the Tribes. Any such action by the employee will subject the employee to discipline, including termination.

Employees in this position are discouraged from consuming alcoholic beverages during meals when the employee plans to return immediately there from to perform work on behalf of the Tribes. Any employee whose condition or behavior adversely affects his/her work performance shall be subject to discipline, including termination. Employees holding this position shall not consume alcohol and/or controlled

substances (without a legitimate prescription) four hours before the commencement of work. Any abuse of alcohol or drugs on or off duty by the employee shall be cause for discipline, including termination.

Employees in this position who supply alcohol, illegal drugs, or controlled substances (without a legitimate prescription) to minors while on or off duty shall be subject to discipline, including termination.

Term of Employment: This is a full-time exempt position.

Pay Range: \$ 32.09 - \$43.02 Per Hour

Opening Date: December 5, 2006

Closing Date: December 21, 2006 @ 4 PM

Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 31st Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. (360) 651-3686 or toll free 1 (800) 869-8287, ext. 3686.